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ABSTRACT

This manual contains descriptions of all required and optional data elements used by LONESTAR, the computer-based student follow-up and tracking system developed for Texas community colleges. For each element, the following information is provided: (1) element title (i.e., the official name used in all references to the element in tracking system documents and communications); (2) element number (i.e., an identification number indicating the tracking system file in which the element resides and its position within that file); (3) indication of whether the element is required or optional; (4) short name for the element; (5) a full definition of the attribute or characteristic to which the element refers; (6) the source of the definition; (7) element type (i.e., numeric or alphanumeric); (8) element length in digits or characters; (9) code category; (10) descriptive name of the tracking system file in which the data element initially resides; and (11) the source of the data, including information on the data collection procedure used and the location of the data in the local student record system. The data elements are listed in the dictionary in the order in which they occur in tracking system files. An index provides a complete cross reference for all data elements in alphabetical order by element title. (AJL)

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ED302273

DATA ELEMENT DICTIONARY

LONESTAR

TEXAS COMMUNITY COLLEGES STUDENT TRACKING SYSTEM

PILOT TEST VERSION 1.2

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National Center for Higher Education Management Systems (NCHEMS)

Boulder, Colorado

JC 880 475

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Introduction

This Data Element Dictionary is intended to accompany the Implementation Manual describing operations procedures for the Texas Community College Tracking system. The Dictionary contains complete descriptions of all required and optional data elements used by the Tracking System, and is to be considered the final authority with respect to data element definition. Changes in any part of the Data Element Dictionary must be agreed upon by institutional participants through their representation on the Users' Coordinating Committee that provides oversight for the System. An important responsibility of the Committee is to preserve the commonality and integrity of these definitions.

Each data element is allotted a separate page in the Dictionary. For each element, the following information is provided:

Element Title: The official data element name used in all references to the element in the Implementation Manual and in other system communications. The title is intended to be descriptive of the contents and intent of the element.

Element Number: Each data element is assigned an identification number for reference purposes. The first portion of the element number refers to the tracking system file in which the element resides, as described in the Implementation Manual. For example "DMR" refers to the Basic Demographic File. The second portion of the number refers to the

position in that file that the element occupies. "DMR05" therefore refers to the fifth data element in the Basic Demographic File.

Required: Tracking System data elements are either required or optional. All required elements must be maintained by all participants, although some allow local definition and code specification. Optional elements may be included by institutions at their discretion. If an institution uses an optional element, however, it should also employ the supplied definition and coding structure.

Short Name: This is a unique data element name used by SPSS software supplied for optional use by institutions in compiling longitudinal student enrollment records and in generating system reports. The name is intended to convey the element title as fully as possible within the variable name length constraints of SPSS.

Definition: A full textual definition of the attribute or characteristic to which the data element refers. Where appropriate, operational definitions or procedures for institutions to use in employing the definition are specified. Full textual definitions for each code category within the data element are also provided.

Source of Definition: The source of data element and code category definitions is indicated. Sources for these definitions, where supplied, are as follows:

EDC - Texas Educational Data System

IPEDS - Integrated Postsecondary Education Data System

COPA - Council on Postsecondary Accreditation recommended data collection standards

CES - Center for Education Statistics definitions for national reporting

NCHEMS - National Center for Higher Education Management Systems definitions recommended for institutional use.

Element Type: Elements are numeric or alphanumeric. The coding categories employed in the system require numeric codes if SPSS software is to be employed.

Element Length: The number of characters or digits used by the element.

Codes: A unique code is assigned to each code category within each data element as defined above. Because these codes are embedded in SPSS system software, they should not be altered if SPSS is used. Zeros constitute missing or empty codes. If SPSS is used, it is important to recognize that the SPSS software does distinguish between zeros and blanks.

Tracking System File: Provides the descriptive name of the Tracking System File in which the data element initially resides, and under which it is referenced in the Implementation Manual and SPSS system software. The "short name" provided in parentheses is the SPSS identifier for the appropriate file used in the supplied SPSS software.

Source of Data: In order to fully document the system, the actual local source of data for this element is to be provided here by each institution. This entry should be completed by each institution to encompass: 1) the data collection procedure used to collect the information (e.g., "collected at registration") and 2) the actual location of the data in the local student record system (e.g., "Student Master Transcript File--Element #----).

Data elements are listed in the Dictionary in the order in which they occur in the various tracking system files. This is roughly the logical order in which they are locally compiled, and also roughly corresponds to the layout of the longitudinal student enrollment record that constitutes the analytical heart of the tracking system. An index at the end of the Dictionary provides a complete cross-reference for all data elements in alphabetical order by Element Title.

In some cases, these definitions will require institutions to modify the way in which basic student record data is structured and collected. If the definitions supplied are insufficient to guide such changes, questions should be brought to the attention of the Users' Coordinating Committee. In limited cases (for example, student goal and intended duration), a particular data element will require an institution to collect new data. Again, the Coordinating Committee should be consulted before data collection procedures are actually implemented.

Element Title: Student Identification Number

Element Number: DMR01 **Required:** Yes

Short Name: SSN

Definition: Social security number of the student. The institution will assign a unique nine-digit identification number to each student without a social security number.

Source of Definition: EDC **Element Type:** Alpha **Element Length:** 9

Codes: Nine-digit alphanumeric code--for example, 234567890. Any character is allowed and blanks are significant. This element is used to identify the data in each source file for each student.

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Gender

Element Number: DMR02 **Required:** Yes

Short Name: GENDER

Definition: The gender of the student.
a) Male.
b) Female.

Source of Definition: COPA **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Male
2 - Female

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Date of Birth

Element Number: DMR03 **Required:** Yes

Short Name: DOB

Definition: Month, day, and the last two digits of the year of the birth of the student (MMDDYY).

Source of Definition: EDC **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, September 22, 1971 = 092271. Any digit is allowed but blanks are not.

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Race/Ethnic Identification

Element Number: DMR04 **Required:** Yes

Short Name: RACE

Definition: Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

a) American Indian or Alaskan Native. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation and community recognition.
b) Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands.
c) Black, Non-Hispanic. A person having origins in any of the black racial groups of Africa.
d) Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
e) Nonresident Alien. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
f) White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source of Definition: IPEDS **Element Type:** Numeric **Element Length:** 1

Codes:
1 - White, Non-Hispanic
2 - Black, Non-Hispanic
3 - Hispanic
4 - Asian or Pacific Islander
5 - American Indian or Alaskan Native
6 - Nonresident Alien

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Citizenship

Element Number: DMR05 **Required:** Yes

Short Name: CITIZEN

Definition: The citizenship classification of a student at time of entry to the institution. Categories are:
a) United States Citizen.
b) Foreign National. A Citizen of a country other than the U.S.
(1) Nonresident Alien. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
(2) Resident Alien. Non-citizens who have been lawfully admitted to the United States for permanent residence and who hold a "green card," Form I-151.

Source of Definition: COPA **Element Type:** Numeric **Element Length:** 1

Codes: 1 - United States Citizen
2 - Nonresident Alien
3 - Resident Alien

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Residence at Time of Entry

Element Number: DMR06 **Required:** Yes

Short Name: RESIDENC

Definition: The officially recognized residence of a student at the time of first admission to the institution. Typically, this will be determined by the student's tuition classification or other registration records. Students who are resident or non-resident aliens will retain a "foreign" designation regardless of whether they have a local address. Classifications are:

a) In-District. Students legally domiciled within the district of the postsecondary institution at the time of first admission to the institution.
b) In-State. Students legally domiciled in Texas but out of the district at the time of first admission.
c) Out-of-State. Students legally domiciled in a state other than Texas at the time of first admission. (Foreign students are not included in this category.)
d) Foreign. Students legally domiciled in a country other than the United States at the time of first admission.

Source of Definition: IPEDS, COPA **Element Type:** Numeric **Element Length:** 1

Codes: 1 - In-District
2 - In-State
3 - Out-of-State
4 - Foreign

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Physical Disability Flag

Element Number: **Required:** Yes

Short Name: PDFLAG

Definition: Students evaluated as having any one of the following impairments, who because of those impairments need special education and related services:

a) Deaf. A hearing impairment which is so severe that the student is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects educational performance.

b) Deaf-Blind. Concomitant hearing and visual impairments the combination of which causes such severe communication and other development and educational problems that they cannot be accommodated in special education programs solely for deaf or blind students.

c) Hard of Hearing. A hearing impairment, whether permanent or fluctuating, which adversely affects a student's educational performance but which is not included under the definition of "deaf".

d) Orthopedically Impaired. A severe orthopedic impairment which adversely affects a student's educational performance. The term includes impairment caused by congenital anomaly, disease, and from other causes.

e) Other Health Impaired. Limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, which adversely affects a student's educational performance.

f) Speech Impaired. A communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a student's educational performance.

g) Visually Handicapped. A visual impairment which, even with correction, adversely affects a student's educational performance.

This element indicates only the presence or absence of an identified handicap.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student has an identified handicap
2 - Student does not have an identified handicap

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Learning Disability

Element Number: DMR14 **Required:** Yes

Short Name: LEARNDIS

Definition: A disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental asphasia. The term does not include students who have learning problems which are primarily the result of visual, hearing, or motor handicaps, of mental retardation, or of environmental, cultural, or economic disadvantage.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student has learning disability
2 - Student does not have a learning disability

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Economically Disadvantaged

Element Number: DMR15 **Required:** Yes

Short Name: ECONDIS

Definition: A student whose family income is at or below the national poverty level as of the time of entry (first term of academic history), student or parents are unemployed, on public assistance, or is institutionalized or under state guardianship and who requires special services, assistance, or programs, in order to enable that person to successfully complete a college-level program. This is a self-reported item historically collected only for occupational students.

Source of Definition: VEDS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is economically disadvantaged
2 - Student is not economically disadvantaged

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Academically Disadvantaged

Element Number: DMR16 **Required:** Yes

Short Name: ACADDIS

Definition: A student who lacks reading skills, writing skills, mathematical skills or who performs below grade level and who requires special services, assistance, or programs, in order to successfully complete a college-level program. Generally derived from testing data, or as a self-reported item. Historically collected only for occupational students.

Source of Definition: VEDS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is academically disadvantaged
2 - Student is not academically disadvantaged

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Current Employment

Element Number: DMR17 **Required:** Yes

Short Name: CURREMP

Definition: Describes the current employment situation of the student.
a) Employed Full-Time - Employed for 35 hours per week or more.
b) Employed Part-Time - Employed for less than 35 hours per week.
c) Employed as homemaker.
d) Not employed, seeking work.
e) Not employed, not seeking work.
This item is self-reported. A suggested text is: "What is your current employment status?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Employed full-time
2 - Employed part-time
3 - Employed as homemaker
4 - Not employed, seeking work
5 - Not employed, not seeking work

Tracking System File: Basic Demographic (BASDEMO)

Source of Data:

Element Title: Zip Code

Element Number: DM001 **Required:** No

Short Name: ZIPCODE

Definition: Five-digit code that identifies each postal delivery area in the United States.

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 5

Codes: Five-digit numeric code--for example, 78712. Blanks are allowed.

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Highest Level of Education Obtained by Father

Element Number: DM002 **Required:** No

Short Name: EDUFATH

Definition: Describes the highest level of formal education obtained by the student's father. Categories are:
a) Not a high school graduate.
b) High school graduate.
c) Some college or Associate's degree.
d) Bachelor's degree or above.
This is a self-reported item. A suggested text question is: "What is the highest level of education attained by your father?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Not a high school graduate
2 - High school graduate
3 - Some college or Associate's degree
4 - Bachelor's degree or above

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Highest Level of Education Obtained by Mother

Element Number: DM003 **Required:** No

Short Name: EDUMOTH

Definition: Describes the highest level of formal education obtained by the student's mother. Categories are:
a) Not a high school graduate.
b) High school graduate.
c) Some college or Associate's degree.
d) Bachelor's degree or above.
This is a self-reported item. A suggested text question is: "What is the highest level of education attained by your mother?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Not a high school graduate
2 - High school graduate
3 - Some college of Associate's degree
4 - Bachelor's degree or above

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Marital Status

Element Number: DM004 **Required:** No

Short Name: MARITAL

Definition: Describes the current marital status of the student at time of entry . The categories are:
a) Single, Never Married.
b) Married.
c) Divorced/Separated.
d) Widow/Widower.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Single, never married
2 - Married
3 - Divorced/Separated
4 - Widow/Widower

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Number of Dependents

Element Number: DM005 **Required:** No

Short Name: DEPENDS

Definition: The number of dependents supported by the student at time of entry. The groupings are:

a) Zero.
b) One.
c) Two.
d) Three.
e) Four.
f) Five.
g) Six.
h) Seven.
i) Eight or more.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Zero
2 - One
3 - Two
4 - Three
5 - Four
6 - Five
7 - Six
8 - Seven
9 - Eight or more

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Special Populations

Element Number: DM006 **Required:** No

Short Name: SPECPOP

Definition: The student's membership in an identified population relevant to attending a postsecondary institution at time of entry into the institution, for example: a) Active Military.
b) Incarcerated.
Other identified special populations of local interest may be included at the institution's discretion, so long as categories are mutually exclusive.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Active Military
2 - Incarcerated
3-9 Assigned by Institution as Needed

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Dependency Status

Element Number: DM007 **Required:** No

Short Name: DEPSTAT

Definition: The status of a student with respect to financial support at time of admission. Categories are:

a) Independent. A student who is 24 or older by December 31 of the award year; who is an orphan, ward of the court, a veteran of the Armed Forces, or has legal dependents other than a spouse; or who is a married student who will not be claimed as a dependent for income tax purposes by a parent or guardian for the first calendar year of the award year, and who, if treated as an independent student in the preceding award year, was not claimed for income tax purposes by anyone other than a spouse for the first calendar year of that award year; who is a single undergraduate student with no dependents who was not claimed as a dependent by a parent or guardian for income tax purposes for the two calendar year preceding the award year and demonstrated total self-sufficiency during the two calendar years preceding the award year in which the initial award will be granted by demonstrating an annual total income of $4,000; or who is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

b) Dependent. Any student who does not meet the criteria for designation as an independent student.

Can be collected by self-report by using the following question text: "Are you currently reported as a 'dependent' for income tax purposes by a parent or guardian?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Independent
2 - Dependent

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Deaf

Element Number: DMR07 **Required:** No

Short Name: PDDEAF

Definition: Students evaluated as having a hearing impairment

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is deaf
2 - Student is not deaf

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Deaf-Blind

Element Number: DMR08 **Required:** No

Short Name: PDDEAFBL

Definition: Concomitant hearing and visual impairments the combination of which causes such severe communication and other development and educational problems that they cannot be accommodated in special education programs solely for deaf or blind students.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is deaf-blind
2 - Student is not deaf-blind

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Hard of Hearing

Element Number: DMR09 **Required:** No

Short Name: PDHHEAR

Definition: A hearing impairment, whether permanent or fluctuating, which adversely affects a student's educational performance but which is not included under the definition of "deaf".

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is hard of hearing
2 - Student is not hard of hearing

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Orthopedically Impaired

Element Number: DMR10 **Required:** No

Short Name: PDORTHO

Definition: A severe orthopedic impairment which adversely affects a student's educational performance. The term includes impairment caused by congenital anomaly, disease, and from other causes.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is orthopedically impaired
2 - Student is not orthopedically impaired

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Other Health Impaired

Element Number: DMR11 **Required:** No

Short Name: PDOTHER

Definition: Limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, which adversely affects a student's educational performance.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is health impaired in other manner
2 - Student is not health impaired in other manner

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Speech Impaired

Element Number: DMR12 **Required:** No

Short Name: PDSPEECH

Definition: A communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a student's educational performance.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is speech impaired
2 - Student is not speech impaired

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Physical Disability--Visually Handicapped

Element Number: DMR13 **Required:** No

Short Name: PDVISUAL

Definition: A visual impairment which, even with correction, adversely affects a student's educational performance.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student is visually handicapped
2 - Student is not visually handicapped

Tracking System File: Basic Demographic--Optional (OPTDEMO)

Source of Data:

Element Title: Last High School Attended

Element Number: EDR01 **Required:** Yes

Short Name: LASTHS

Definition: The 9-digit College Board classification is recommended (see appendix A) for all Texas high schools. Out-of-state schools may all be assigned a single code or assigned codes according to local institutional practice. Institutions have the option of using their own codes.

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 9

Codes: Nine-digit numeric code--for example, Abbott High School = 440000000
Use the code 999999999 for students not having attended high school. Any character is valid and blanks are significant.

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Type of High School Award

Element Number: EDR02 **Required:** Yes

Short Name: HSAWARD

Definition: The type of award granted on completion of a high school curriculum. The categories are:
a) Standard.
b) Collegiate.
c) Honors.
d) Certificate of Attendance.
e) GED.
f) No high school award.
For students completing a high school curriculum outside Texas and not using this classification, the code for "Standard" should be assigned.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Standard
2 - Collegiate
3 - Honors
4 - Certificate of Attendance
5 - GED
6 - No high school award

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Date of High School Diploma or Its Equivalent

Element Number: EDR03 **Required:** Yes

Short Name: HSDIDATE

Definition: Month and the last two digits of the year of the receipt of the student's high school diploma or its equivalent including the award date for a GED (MMYY).

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 4

Codes: Four-digit numeric code--for example, June 1987 = 0687. Any digit is allowed but blanks are not.

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: High School Grade Point Average

Element Number: EDR04 **Required:** Yes

Short Name: HSGPA

Definition: Grade point average earned in high school, typically on a scale based on 100. Letter grades should be coded as a numeric equivalent.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code--for example, 087. Leading zeros are not required.

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Last College Attended

Element Number: EDR05 **Required:** Yes

Short Name: LASTCOLL

Definition: The 6-digit Federal Interagency Commission on Education (FICE) number assigned by the Department of Education is preferred (see appendix B).

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, Amarillo College = 003540
The code 999999 will be assigned for students not having attended a prior college. Any digit (0-9) is allowed but blanks are invalid. Leading zeros are significant.

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Previous College-Level Academic Experience

Element Number: EDR06 **Required:** Yes

Short Name: PREVACAD

Definition: The extent of past postsecondary educational experience obtained prior to enrollment at the college.

a) None.
b) Some Postsecondary Education. Attendance at a postsecondary educational institution not resulting in a degree or certificate.
c) Postsecondary Award, Certificate, or Diploma. An award granted for the completion of an organized program of study at the postsecondary level of instruction (typically of at least one but less than two full-time-equivalent academic years) resulting in a certificate or equivalent award.
d) Associate's Degree. An award granted on completion of an educational program that is not of a baccalaureate level and that normally requires at least two but less than four years of full-time equivalent college work.
e) Bachelor's Degree. An award granted on completion of an educational program that normally requires at least four but not more than five years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a cooperative or work-study plan or program.
f) Master's Degree. An award granted on completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.
g) Doctor's Degree. An award granted on completion of a program of study at the graduate level that terminates in a Doctor's degree. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph. D. in any field whether Agronomy, Education, Opthamology, etc.
h) First-Professional Degree. An award granted on completion of the following:
   (1) completion of the academic requirements to begin practice in the profession;
   (2) at least two years of college work prior to entrance to the program; and
   (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. Includes chiropractic, general dentistry, general medicine, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, and theological studies.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - None
2 - Some Postsecondary Education
3 - Postsecondary Award, Certificate, or Diploma

4 - Associate's Degree
5 - Bachelor's Degree
6 - Master's Degree
7 - Doctoral Degree
8 - First-Professional Degree

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Remediation Status at Time of Entry--Reading

Element Number: EDR07 **Required:** Yes

Short Name: RSREAD

Definition: The assessed level of student proficiency in reading determined by the institution for purposes of placement and remediation. Locally defined and locally supplied category.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Remediation Status at Time of Entry--Writing

Element Number: EDR08 **Required:** Yes

Short Name: RSWRITE

Definition: The assessed level of student proficiency in writing determined by the institution for purposes of placement and remediation. Locally defined and locally supplied category.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Remediation Status at Time of Entry--Computation

Element Number: EDR09 **Required:** Yes

Short Name: RSCOMP

Definition: The assessed level of student proficiency in computation determined by the institution for purposes of placement and remediation. Locally defined and locally supplied category.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: Limited English Speaking Proficiency

Element Number: EDR10 **Required:** Yes

Short Name: LIMENG

Definition: A student is in this class if he or she does not speak and understand the English language in an instructional setting well enough to benefit from the instruction and complete the objectives of the program without special assistance.

Source of Definition: VEDS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Student does not speak and understand English in an instructional setting
2 - Student does speak and understand English in an instructional setting

Tracking System File: Educational Background (EDUBACK)

Source of Data:

Element Title: High School Rank

Element Number: ED001 **Required:** No

Short Name: HSRANK

Definition: The rank of a student in his or her high school graduating class.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code--for example, 0009 = class rank of 9. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Size of High School Graduating Class

Element Number: ED002 **Required:** No

Short Name: HSCLASS

Definition: Number of students in a student's high school graduating class.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: High School Track

Element Number: ED003 **Required:** No

Short Name: HSTRACK

Definition: The area of concentration in which high school students take most of their coursework.

a) Standard. A program of studies designed to prepare students for the common activities of persons as citizens, family members, and workers. A standard program of studies may include instruction in both academic and vocational areas.

b) Collegiate. A program of studies designed to prepare students for college-level coursework.

c) Honors. A program of studies for students who have achieved a high standard of performance in a special subject area or who have generally high scholarship.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Standard
2 - Collegiate
3 - Honors

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Hours Transferred for Collegiate Credit

Element Number: ED004 **Required:** No

Short Name: HOURTRAN

Definition: Number of credit hours in approved college-level courses which the institution accepts for transfer credit.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Initial Performance on Local Proficiency Exam--Reading

Element Number: ED005 **Required:** No

Short Name: PLPEREAD

Definition: Raw score attained by the student in an initial administration of the proficiency exam in reading.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Initial Performance on Local Proficiency Exam--Writing

Element Number: ED006 **Required:** No

Short Name: PLPEWRIT

Definition: Raw score attained by the student in an initial administration of a proficiency exam in writing.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Initial Performance on Local Proficiency Exam--Computation

Element Number: ED007 **Required:** No

Short Name: PLPECOMP

Definition: Raw score attained by the student in an initial administration of a proficiency exam in computation.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Initial Performance on State-Mandated Proficiency Exam--Reading

Element Number: ED008 **Required:** No

Short Name: PSPEREAD

Definition: Raw score attained by the student in an initial administration of the state-mandated proficiency exam in reading.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Initial Performance on State-Mandated Proficiency Exam--Writing

Element Number: ED009 **Required:** No

Short Name: PSPEWRIT

Definition: Raw score attained by the student in an initial administration of the state-mandated proficiency exam in writing. (NCHEMS)

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: Initial Performance on State-Mandated Proficiency Exam--Computation

Element Number: ED010 **Required:** No

Short Name: PSPECOMP

Definition: Raw score attained by the student in an initial administration of the state-mandated proficiency exam in computation.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code. Leading zeros are not required.

Tracking System File: Educational Background--Optional (OPTBACK)

Source of Data:

Element Title: First Term of Academic History

Element Number: ESR01 **Required:** Yes

Short Name: FTACHIST

Definition: The term and the last two digits of the year the student is first enrolled at the institution (TYY). Terms are coded:
a) Fall. First term of the academic year.
b) Spring. Second term of the academic year.
c) Summer. Any term of the summer session.
Note that for summer terms, all activity is loaded into a single term indicator.

Source of Definition: EDC, NCHEMS **Element Type:** Alpha **Element Length:** 3

Codes: Three-digit numeric code. Terms are coded:
1 - Fall
2 - Spring
3 - Summer

For example, Fall 1988 = 188. Blanks are not allowed.

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Admission Status

Element Number: ESR02 **Required:** Yes

Short Name: ADMSTAT

Definition: The type of admission to the college granted to the student on initial entry.
a) Full.
b) Provisional or Restricted.

Source of Definition: EDC **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Full
2 - Provisional or Restricted

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Basis of Admission

Element Number: ESR03 **Required:** Yes

Short Name: BASISADM

Definition: The basis on which the decision to admit was taken:

a) High School Graduate.
b) Individual Approval. Student's application is approved by the institution on a case-by-case basis.
c) General Education Development (GED) Certificate.
d) College Transfer.
e) Transient. Student is enrolled formally in another institution and is not seeking a degree.
f) Readmission, Previously Enrolled. Student is readmitted to the institution after an absence of six or more years.
g) Early Admission--Concurrent Enrollment. The student is admitted and receiving college credit while still enrolled in high school.
h) Other.

Source of Definition: EDC **Element Type:** Numeric **Element Length:** 1

Codes: 1 - High School Graduate
2 - Individual Approval
3 - General Education Development (GED) Certificate
4 - College Transfer
5 - Transient
6 - Readmission, Previously Enrolled
7 - Early Admission--Concurrent Enrollment
8 - Other

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Financial Aid Status

Element Number: ESR04 **Required:** Yes

Short Name: FINAIDST

Definition: The status of the student with respect to financial aid upon initial term of admission. Categories are:

a) Did not apply. Student did not apply for financial aid.
b) Applied. Student made application to receive financial aid.
c) Applied and determined eligible. Student made application and was determined eligible to receive financial aid.
d) Applied, determined eligible, and awarded. Student made application to receive financial aid, was determined eligible, and was awarded an amount.
e) Applied, determined eligible, awarded, and collected. Student made application to receive financial aid, was determined eligible, was awarded an amount, and collected the award.

These categories are meant to be applied hierarchically. That is, a student applying for financial aid, but who was not determined eligible would be assigned to code 2. A student who progressed to the point of award but never collected funds is assigned to code 4. It is understood that for some institutions only some of these categories can be assigned. For example, institutions may at their discretion use only categories a, c, and d.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Did Not Apply
2 - Applied
3 - Applied and Determined Eligible
4 - Applied, Determined Eligible, and Awarded
5 - Applied, Determined Eligible, Awarded, and Collected

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Time of Attendance

Element Number: ESR05 **Required:** Yes

Short Name: TIMEATT

Definition: The time of day or week a student predominantly attended class(es).
a) Regular Day Program.
b) Evening.
c) Weekend.
d) Other.
"Predominantly" is assumed to refer to credit hour loads. In case of a tie between "day" and "evening", students will be assigned to the "day" category. In case of a tie between "evening" and "weekend", students will be assigned to "evening."

Source of Definition: COPA **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Regular Day Program
2 - Evening
3 - Weekend
4 - Other

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Location of Instruction

Element Number: ESR06 **Required:** Yes

Short Name: LOCINSTR

Definition: The location where the student predominantly attended classes.
a) On-Campus.
b) Off-Campus.

Source of Definition: COPA **Element Type:** Numeric **Element Length:** 1

Codes: 1 - On-Campus
2 - Off-Campus

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Initial Program at Time of Entry

Element Number: ESR07 **Required:** Yes

Short Name: INITPROG

Definition: The initial program the student enrolls in at the time of entry to the institution. The CES Classification of Instructional Programs (CIP) is recommended. This will most likely be a self-reported item.

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, 500402 = Graphic Design. Blanks are allowed. Leading zeros are significant.

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Program Track

Element Number: ESR08 **Required:** Yes

Short Name: PROGTRK

Definition: The general community college program track in which a student is enrolled.

a) Vocational. A program of studies designed to prepare students for employment in one or more semiskilled, skilled, or technical occupations.
b) Academic. A program of studies designed primarily to prepare students for a four-year college program.
c) Unclassified. A student who has not formally specified an occupational or academic program track.

Derived from program, or self-reported.

Source of Definition: CES **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Vocational
2 - Academic
3 - Unclassified

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Student Objective in Attending College

Element Number: ESR09 **Required:** Yes

Short Name: STUDOBJ

Definition: The primary reason a student reports for attending college.

a) Get a Job.
b) Improve Skills Needed in Current Job.
c) Get a Better Job.
d) Earn One-Year Certificate.
e) Earn Two-Year Degree.
f) Earn Four-Year Degree.
g) Personal Enrichment.
h) Other.

This is a self-reported item typically collected at registration. A suggested question text is: "What is your primary reason for attending [name of college]?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Get a Job
2 - Improve Skills Needed in Current Job
3 - Get a Better Job
4 - Earn One-Year Certificate
5 - Earn Two-Year Degree
6 - Earn Transfer Credit to Apply to a Four-Year Degree
7 - Personal Enrichment
8 - Other

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Intended Duration

Element Number: ESR10 **Required:** Yes

Short Name: INTDUR

Definition: Duration is the amount of time the student plans to study at the institution from the time of registration.
a) One Term Only.
b) Two Terms.
c) One Year.
d) Two Years.
e) Three Years.
f) More than Three Years.
This is a self-reported item typically collected at registration. A suggested question text is: "How long do you plan on being at [name of college]?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - One Term Only
2 - Two Terms
3 - One Year
4 - Two Years
5 - Three Years
6 - More than Three Years

Tracking System File: Enrollment Status (ENRSTAT)

Source of Data:

Element Title: Term of Enrollment in First College-Level English Course

Element Number: ESR11 **Required:** Yes

Short Name: TENRENG

Definition: The term and the last two digits of the year the student enrolled in his/her first college-level English course at the institution (TYY). Supplied from a list of designated courses provided by the institution. Terms are coded:
a) Fall. First term of the academic year.
b) Spring. Second term of the academic year.
c) Summer. All summer session terms.

Source of Definition: EDC, NCHEMS **Element Type:** Alpha **Element Length:** 3

Codes: Three-digit numeric code. Terms are coded:
1 - Fall
2 - Spring
3 - Summer
For example, Fall 1988 = 188. Blanks are not allowed.

Tracking System File: Remediation Performance (REMPERF)

Source of Data:

Element Title: Performance in First College-Level English Course

Element Number: ESR12 **Required:** Yes

Short Name: PERFENG

Definition: Grade earned by the student in his/her first completed college-level English course at the institution, as defined previously.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: One-digit numeric code where
1 = A
2 = B
3 = C
4 = D
5 = F

Tracking System File: Remediation Performance (REMPERF)

Source of Data:

Element Title: Term of Enrollment in First College-Level Math Course

Element Number: ESR13 **Required:** Yes

Short Name: TENMATH

Definition: The term and the last two digits of the year the student enrolled in his/her first college-level Math course at the institution (TYY). Supplied from a list of designated courses provided by the institution. Terms are coded:
a) Fall. First term of the academic year.
b) Spring. Second term of the academic year.
c) Summer. All summer session terms.

Source of Definition: EDC, NCHEMS **Element Type:** Alpha **Element Length:** 3

Codes: Three-digit numeric code. Terms are coded:
1 - Fall
2 - Spring
3 - Summer
For example, Fall 1988 = 188. Blanks are not allowed.

Tracking System File: Remediation Performance (REMPERF)

Source of Data:

Element Title: Performance in First College-Level Math Course

Element Number: ESR14 **Required:** Yes

Short Name: PERFMATH

Definition: Grade earned by the student in his/her first completed college-level Math course at the institution, as defined previously.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: One-digit numeric code where
1 = A
2 = B
3 = C
4 = D
5 = F

Tracking System File: Remediation Performance (REMPERF)

Source of Data:

Element Title: Type of Financial Aid Award

Element Number: ES001 **Required:** No

Short Name: FINAWD

Definition: The basic type of financial aid awarded on initial entry.
a) Need-Based.
b) Merit-Based.
c) Both.
d) Other.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Need-Based
2 - Merit-Based
3 - Both
4 - Other

Tracking System File: Enrollment Status--Optional (OPSTAT)

Source of Data:

Element Title: Term Identification

Element Number: BTR01 **Required:** Yes

Short Name: TERMIDnn

Definition: Term to which all of the following elements apply. Enter the term and the last two digits of the year (TYY). Terms are coded:
a) Fall. First term of the academic year.
b) Spring. Second term of the academic year.
c) Summer. All summer session terms.

Source of Definition: CDC, NCHEMS **Element Type:** Alpha **Element Length:** 3

Codes: 1 - Fall
2 - Spring
3 - Summer. Blanks are not allowed.

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Student Credit Hours Attempted as of the Official State Reporting Date

Element Number: BTR02 **Required:** Yes

Short Name: SCHATTnn

Definition: The total number of credit hours a student is enrolled for in the term of record as of the designated census date for state reporting.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code. Leading zeros are not required.

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Student Credit Hours Attempted as of the Official State Reporting Date for Non-Remedial Courses

Element Number: BTR03 **Required:** Yes

Short Name: ATTNRnn

Definition: The total number of credit hours a student is enrolled for in non-remedial courses in the term of record as of the designated census date for state reporting.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code. Leading zeros are not required.

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Current Program

Element Number: BTR04 **Required:** Yes

Short Name: PRENRTnn

Definition: The program in which the student is enrolled during the term of record. The CES Classification of Instructional Programs (CIP) is recommended. For programs not included in CIP, a local code is used.

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, 500402 = Graphic Design. Blanks are allowed. Leading zeros are significant.

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Remediation by Level Attempted--Reading

Element Number: BTR05 **Required:** Yes

Short Name: RAREADnn

Definition: The level of formal remediation of an assessed deficiency attempted by the student in reading during the term of record. The level should reflect the level of proficiency that the student would have attained if the remediation were successfully completed. If no remediation is attempted during the term, the element is coded as zero.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Remediation by Level Attempted--Writing

Element Number: BTR06 **Required:** Yes

Short Name: RAWRITnn

Definition: The level of formal remediation of an assessed deficiency attempted by the student in writing during the term of record. The level should reflect the level of proficiency that the student would have attained if the remediation were successfully completed. If no remediation is attempted during the term, the element is coded as zero.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Remediation by Level Attempted--Computation

Element Number: BTR07 **Required:** Yes

Short Name: RACOMPnn

Definition: The level of formal remediation of an assessed deficiency attempted by the student in computation during the term of record. The level should reflect the level of proficiency that the student would have attained if the remediation were successfully completed. If no remediation is attempted during the term, the element is coded as zero.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: Beginning of Term Update (BOTUPDT)

Source of Data:

Element Title: Student Credit Hours Attempted for Which Grades Were Received

Element Number: ETR01 **Required:** Yes

Short Name: SATTGRnn

Definition: The total number of student credit hours actually completed by the student in the term of record, and included in the GPA calculation.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code. Leading zeros are not required.

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Student Credit Hours Successfully Completed

Element Number: ETR02 **Required:** Yes

Short Name: SATTSnn

Definition: The total number of student credit hours attempted by the student for which a passing grade was received in the term of record. Passing grades are defined as a grade of "D" or better, or a "P" for a Pass/Fail course.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Grade Point Average

Element Number: ETR03 **Required:** Yes

Short Name: TRMGPAnn

Definition: The grade point average earned by the student for courses taken in the term of record. Typically on a scale of 0.000 to 4.000 with 4.000 = 'A' for credit earned in all coursework.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code. For example, GPA of 3.125 = 3125. The decimal point is implied but is not included in the field.

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Student Credit Hours Attempted for Which Grades Were Received for Non-Remedial Courses

Element Number: ETR04 **Required:** Yes

Short Name: CATTGNnn

Definition: The total number of student credit hours actually completed in non-remedial courses by the student in the term of record and included in the GPA calculation.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Student Credit Hours for Which the Grade A, B, or C Was Received for Non-Remedial Courses

Element Number: ETR05 **Required:** Yes

Short Name: CATTNRnn

Definition: The total number of student credit hours completed in non-remedial courses by the student for which the grade A, B, or C was received in the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Student Credit Hours for Which the Grade D Was Received for Non-Remedial Courses

Element Number: ETR06 **Required:** Yes

Short Name: CATNRDnn

Definition: The total number of student credit hours completed in non-remedial courses by the student for which the grade D was received in the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Two-digit numeric code.

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Grade Point Average for Non-Remedial Courses

Element Number: ETR07 **Required:** Yes

Short Name: TMGPANnn

Definition: The grade point average earned by the student for non-remedial courses taken in the term of record. Typically on a scale of 0.000 to 4.000 with 4.000 = 'A' for credit earned in coursework in non-remedial courses only.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code. For example, GPA of 3.125 = 3125. The decimal point is implied but is not included in the field.

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Academic Standing

Element Number: ETR08 **Required:** Yes

Short Name: ACSTANnn

Definition: The academic status of the student in the term of record.
Categories include:
a) Good Academic Standing.
b) Probation.
c) Suspension.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Good Academic Standing
2 - Probation
3 - Suspension

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Proficiency Level Attained--Reading

Element Number: ETR09 **Required:** Yes

Short Name: PAREADnn

Definition: The assessed level of student proficiency in reading as of the term of record, determined by the institution for purposes of placement and remediation. Locally defined and locally supplied category.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Proficiency Level Attained--Writing

Element Number: ETR10 **Required:** Yes

Short Name: PAWRITnn

Definition: The assessed level of student proficiency in writing as of the term of record determined by the institution for purposes of placement and remediation. Locally defined and locally supplied category.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Proficiency Level Attained--Computation

Element Number: ETR11 **Required:** Yes

Short Name: PACOMPnn

Definition: The assessed level of student proficiency in computation as of the term of record, determined by the institution for purposes of placement and remediation. Locally defined and locally supplied category.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: Defined locally
1 - Lowest category assigned by the institution
7 - Highest category assigned by the institution and represents fully remediated or not in need of remediation

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Type of Degree/Certificate Awarded

Element Number: ETR12 **Required:** Yes

Short Name: DEGnn

Definition: The type of award attained (if any) during the term of record.

a) None.
b) Postsecondary Awards or Certificates (less than one year). An award granted for the completion of a program that is completed in less than one academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.
c) Postsecondary Awards or Certificates (at least one but less than two academic years work). An award granted for the completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time-equivalent academic years; or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
d) Academic Associate's Degree. An award granted on completion of an educational program that is not of a baccalaureate level and that normally requires at least two but less than four years of full-time-equivalent college work and is typically assigned an AA or AS degree.
e) Applied Associate's Degree. An award granted on completion of an applied technology program that is not of a baccalaureate level, and is typically assigned as an AAS degree.

Source of Definition: IPEDS, NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - None
2 - Postsecondary Awards or Certificates (less than one year)
3 - Postsecondary Awards or Certificates (at least one but less than two academic years)
4 - Academic Associate's Degree
5 - Applied Associate's Degree

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Term GED Activity

Element Number: ETR13 **Required:** Yes

Short Name: TERGEDnn

Definition: Indicates whether a student was enrolled in and/or completed a GED program at the college during the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Enrolled in GED program
2 - Enrolled in and Completed GED Program
3 - Not Enrolled in GED Program

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Term ESL Activity

Element Number: ETR14 **Required:** Yes

Short Name: TERESLnn

Definition: Indicates whether a student was enrolled in and/or completed an ESL program at the College during the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Enrolled in ESL Program
2 - Enrolled in and Completed ESL Program
3 - Not Enrolled in ESL Program

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Term Non-Credit Activity

Element Number: ETR15 **Required:** Yes

Short Name: TERNCRnn

Definition: Indicates whether a student was enrolled in and/or completed a non-credit program of study of more than 360 clock hours at the College during the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Enrolled in Non-Credit Program
2 - Enrolled in and Completed Non-Credit Program
3 - Not Enrolled in Non-Credit Program

Tracking System File: End of Term Update (EOTUPDT)

Source of Data:

Element Title: Honor Points for All Courses

Element Number: TT001 **Required:** No

Short Name: PTSALLnn

Definition: The numerator for the GPA calculation. Calculated as the sum of products of the number of course credit hours and "grade points" (0-4) earned in that course.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code.

Tracking System File: End of Term Update--Optional (OPTTRK)

Source of Data:

Element Title: Honor Points for Non-Remedial Courses

Element Number: TT002 **Required:** No

Short Name: PTSNRnn

Definition: The numerator for the GPA calculation for non-remedial courses. Calculated as the sum of products of the number of course credit hours and grade points (0-4) earned in that course.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code.

Tracking System File: End of Term Update--Optional (OPTTRK)

Source of Data:

Element Title: Performance on Local Proficiency Exam--Reading

Element Number: TT003 **Required:** No

Short Name: PLREADnn

Definition: Raw score attained by the student in a re-test of the proficiency exam during the term.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code

Tracking System File: End of Term Update--Optional (OPTTRK)

Source of Data:

Element Title: Performance on Local Proficiency Exam--Writing

Element Number: TT004 **Required:** No

Short Name: PLWRITnn

Definition: Raw score attained by the student in a re-test of the proficiency exam during the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code

Tracking System File: End of Term Update--Optional (OPTTRK)

Source of Data:

Element Title: Performance on Local Proficiency Exam--Computation

Element Number: TT005 **Required:** No

Short Name: PLCOMPnn

Definition: Raw score attained by the student in a re-test of the proficiency exam during the term of record.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code

Tracking System File: End of Term Update--Optional (OPTTRK)

Source of Data:

Element Title: Hours Awarded by Assessment of Learning

Element Number: TT006 **Required:** No

Short Name: HRAWARnn

Definition: The number of hours earned during the term of record through CLEP, the evaluation of experiential learning, or a similar process.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 2

Codes: Three-digit numeric code

Tracking System File: End of Term Update--Optional (OPTTRK)

Source of Data:

Element Title: Transcripts Requested

Element Number: FU001 **Required:** No

Short Name: TRANREQ

Definition: Indicates whether or not a student has requested that transcripts be sent to another postsecondary institution.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Yes, the student has requested that transcripts be sent.
2 - No, the student has not so requested.

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Transferred to Another Institution

Element Number: FU002 **Required:** No

Short Name: TRANINST

Definition: When a student has officially transferred to another institution, use the 6-digit Federal Interagency Commission on Education (FICE) number assigned to the institution by the Department of Education to indicate transfer college (see appendix B).

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, University of Texas = 003658. Leading zeros are significant. Blanks are not allowed.

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Credit Hours Accepted by Transfer Institution

Element Number: FU003 **Required:** No

Short Name: CHACCEPT

Definition: The number of credit hours earned that were successfully transferred to another institution.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 3

Codes: Three-digit numeric code

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: First Term Enrolled in Transfer Institution

Element Number: FU004 **Required:** No

Short Name: FTENRTRA

Definition: The term and the last two digits of the year the student is first enrolled at the transfer institution (TYY). Terms are coded: a) Fall. First term of the academic year.
b) Spring. Second term of the academic year.
c) Summer. All terms of the summer session.

Source of Definition: CDC, NCHEMS **Element Type:** Alpha **Element Length:** 3

Codes: Three-digit numeric code. Terms are coded:
1 - Fall
2 - Spring
3 - Summer
For example, Fall 1988 = 188. Blanks are not allowed.

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Program Enrolled in at Transfer Institution

Element Number: FU005 **Required:** No

Short Name: TRANPROG

Definition: The initial major program the student enrolls in at the time of entry to the transfer institution. The CES Classification of Instructional Programs (CIP) is recommended.

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, 500402 = Graphic Design. Leading zeros are significant. Blanks are not allowed.

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: First Degree Attained in Transfer Institution

Element Number: FU006 **Required:** No

Short Name: TRANDEG

Definition: Any award granted by a postsecondary educational institution after the student has withdrawn or completed. Categories are:

a) None.

b) Postsecondary Awards, Certificates, or Diplomas (less than one year). An award granted for the completion of a program that is completed in less than one academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

c) Postsecondary Awards, Certificates, or Diplomas (at least one but less than two academic years work). An award granted for the completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time-equivalent academic years; or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

d) Postsecondary Awards, Certificates, or Diplomas (at least two but less than four academic years work). An award granted for the completion of an organized program of study at the postsecondary level of instruction of at least two but less than four full-time-equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

e) Associate's Degree. An award granted on completion of an educational program that is not of a baccalaureate level and that normally requires at least two but less than four years of full-time-equivalent college work.

f) Bachelor's Degree. An award granted on completion of an educational program that normally requires at least four but not more than five years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a cooperative or work-study plan or program.

Source of Definition: IPEDS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - None
2 - Postsecondary Awards, Certificates, or Diplomas (less than one year)
3 - Postsecondary Awards, Certificates, or Diplomas (at least one but less than two academic years)
4 - Postsecondary Awards, Certificates, or Diplomas (at least two but less than four academic years)
5 - Associate's Degree
6 - Bachelor's Degree

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Program of First Degree Awarded

Element Number: FU007 **Required:** No

Short Name: TRANDGPR

Definition: The program in which the student receives award/degree at a transfer institution. The CES Classification of Instructional Programs (CIP) is recommended.

Source of Definition: NCHEMS **Element Type:** Alpha **Element Length:** 6

Codes: Six-digit numeric code--for example, 500402 = Graphic Design. Leading zeros are significant. Blanks are not allowed.

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Employment Status at Time of Follow-Up

Element Number: FU008 **Required:** No

Short Name: FEMPSTAT

Definition: The employment status of the student after completion or withdrawal from the program.

a) Employed Full-Time. Employed for 35 hours per week or more.
b) Employed Part-Time. Employed for less than 35 hours per week.
c) Employed as homemaker.
d) Not employed, seeking work.
e) Not employed, not seeking work.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Employed Full-Time
2 - Employed Part-Time
3 - Employed as Homemaker
4 - Not employed, seeking work
5 - Not employed, not seeking work

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Employment in Field for Which Trained

Element Number: FU009 **Required:** No

Short Name: EMPINFLD

Definition: Student report of the degree to which instruction received is related to current job duties and performance.
a) Directly Related.
b) Somewhat Related.
c) Not at All Related.
A suggested question text for this item is: "Is your current job related to your major field of study at [name of college]?"

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes: 1 - Directly Related
2 - Somewhat Related
3 - Not at All Related

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Average Hourly Salary/Wage Rate in Current Job

Element Number: FU010 **Required:** No

Short Name: AVGWAGE

Definition: The current hourly rate of pay reported by the student in his or her current job, after graduation or withdrawal.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 4

Codes: Four-digit numeric code--for example, 2412 = $24.12. The decimal point is implied and is not included in the field.

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Employer Rating--Technical Knowledge

Element Number: FU011 **Required:** No

Short Name: ERTECH

Definition: A rating by the current employer of a former student's on-the-job performance with respect to technical knowledge. Computed on a 5 point scale.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes:

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Employer Rating--Work Attitude

Element Number: FU012 **Required:** No

Short Name: ERATTIT

Definition: A rating by the current employer of a former student's on-the-job performance with respect to work attitude. Computed on a 5 point scale.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes:

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

Source of Data:

Element Title: Employer Rating--Work Quality

Element Number: FU013 **Required:** No

Short Name: ERQUALIT

Definition: A rating by the current employer of a former student's on-the-job performance with respect to work quality. Computed on a 5 point scale.

Source of Definition: NCHEMS **Element Type:** Numeric **Element Length:** 1

Codes:

Tracking System File: Follow-Up Elements--Optional (OPTFOLL)

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